

Friends of the Library Southport & Oak Island – Board Member Job Description

PUBLICITY CHAIRPERSON

General Responsibilities

- Releases information to media outlets concerning upcoming meetings and activities of the organization.
- Prepares advertising or poster campaigns.
- Files necessary information with North Carolina Friends of the Library for recognition and awards.

Accountability

- Communicates with the Webmaster, Programs/Special Events Coordinator, and the Book Sale Coordinator regarding events requiring Flash emails.

Specific Duties

- *Meetings* - Attend all monthly Board meetings and the Annual Meeting, usually held in September of each year.
- Serves on subcommittees as directed by the Board President.
- Works collaboratively and cooperatively with all members of the Board.
- Publicizes weekly and monthly flash emails for events.
- Composes and places announcements and/or ads in local media.
- Designs and arranges for printing of posters for book sales and other special events.